

LOCAL HEALTH JURISDICTION

APPLICATION FOR FUNDING

**LOCAL PUBLIC HEALTH PREPAREDNESS
& RESPONSE TO BIOTERRORISM PROGRAM**

JULY 1, 2002 - JUNE 30, 2003



**STATE OF CALIFORNIA
DEPARTMENT OF HEALTH SERVICES
PREVENTION SERVICES**

EMERGENCY PREPAREDNESS OFFICE

AUGUST 2002

APPLICATION

Local Public Health Preparedness & Response to Bioterrorism Program Application for Funding For Fiscal Year 2002-03

COUNTY/CITY: _____

Name of Local Health Department: _____

Upon execution, this document shall meet the Application requirement as set forth by the California Department of Health Services (hereinafter called the CDHS) and State statutes.

The Local Health Department of _____ (hereinafter called the LHD), hereby applies to the CDHS, for Local Public Health Preparedness and Response to Bioterrorism funding.

- I. The term of this Application is July 1, 2002 through June 30, 2003.
- II. Amount payable under this Application is:

Category 1 – Initial Planning/Recovery Allocation	\$
Category 2 – Remaining Formula-Based Allocation	\$
Category 3 – Biological Laboratory Capacity	\$
Maximum Amount Payable Under this Application:	\$

- III. Funding Categories:

Category 1 (FY 2001-02) Funds: Beginning in May 2002, an initial allocation was made available to eligible LHDs to support the development of the jurisdiction's Local Bioterrorism Preparedness Plan. Up to ten percent of the initial award amount could be used to cover urgent costs associated with bioterrorism response efforts that were incurred as a result of the events of September 11, 2001 and the national anthrax mailings.

Category 2 (FY 2002-03) Funds: These funds are being awarded to eligible LHDs to plan for and implement the core public health capacities and benchmarks required in CDHS' Application to the federal Centers for Disease Control and Prevention (CDC) and in accordance with the Local Bioterrorism Preparedness Plan. Unexpended Category 1 Funds may be identified and used in Category 2.

Category 3 (FY 2002-03) Funds: LHDs that maintain either a Level A or Level B Public Health Laboratory may receive Category 3 Funds. These funds are issued to plan and complete specialized biologic laboratory training activities and for specific approved laboratory enhancements that support the Laboratory Response Network.

IV. Expenditure and Program Requirements

- A. Funds will not be used to supplant funding for existing levels of services and will only be used for the purposes designated by the CDC for public health preparedness and response to bioterrorism. The purposes for which funds may be used are specified in the CDC guidance to State health agencies available at:
<http://www.bt.cdc.gov/Planning/CoopAgreementAward/index.asp>.
- B. In accordance with CDHS' procedures and formats, the LHD will submit a Plan and Budget in conjunction with this FY 2002-03 Application. ***The Application, Plan and Budget will be due on or before October 15, 2002.*** The Plan will include a certification by the Chairperson of the LHD's Board of Supervisors or the Mayor of the LHD's City that the funds will not be used to supplant existing levels of funding and service.
- C. In submitting this Application, the LHD assures that it will comply with the provisions set forth in CDHS' *Local Health Jurisdiction Plan and Budget Guidance*, and that its Plan and Budget will be consistent with the State's CDC-approved Work Plan. A summary of CDHS' approved Work Plan and the *Guidance* are located at: <http://dhs.ca.gov/epo>
- D. Funds made available through this Application are limited to activities that support the development and implementation of CDC's critical capacities, as described in the LHD's Local Bioterrorism Preparedness Plan and Budget. The Plan and Budget are subject to review and approval by CDHS. Upon approval of the Plan and Budget, CDHS will develop a formal Agreement with each LHD.

V. LHD Payment Provisions

- A. CDHS will make quarterly payments to the LHD as authorized in State statute and in accordance with the annual expenditure authority granted to CDHS in the Budget Act. Payment to each LHD is contingent upon satisfactory progress in meeting the goals of the Local Public Health Preparedness and Response to Bioterrorism Program, and submission and approval of the Application, Plan and Budget, signed Agreement, and the required Progress and Expenditure Reports.
- B. Reconciliation with the quarterly payments shall be through two semi-annual expenditure reports and an annual reconciliation report. These reports shall be submitted in accordance with timelines, formats and specifications to be provided by CDHS. An invoice may be required to release quarterly payments. The expenditure reports and a cost for reconciliation report (and invoices, if needed) should be directed to:

California Department of Health Services
Emergency Preparedness Office
Attn: LHD Allocation Award Program
601 No. 7th Street, MS 244
P.O. Box 942732
Sacramento, CA 94234-7320

VI. Local Public Health Preparedness Trust Fund

- A. The LHD shall deposit funds received from CDHS into a Local Public Health Preparedness Trust Fund (hereafter called the Fund), established solely for the purposes of implementing the activities described in the LHD's approved Plan and Budget and Agreement before transferring or expending the funds for any of the uses allowed.
- B. The interest earned on moneys in the Fund shall accrue to the benefit of the Fund and shall be expended for the same purposes as other moneys in the Fund.
- C. Trust Fund reports will require the County/City Auditor Controller's signature, certifying each report's accuracy and availability of supporting documentation for the State's or the federal government's review.

VII. Reporting Requirements

- A. Written progress reports and expenditure reports related to Category 1 (including itemization of carry over amounts), Category 2, and Category 3 funds must be submitted on a semiannual basis. The purpose of the progress reports and expenditure reports are to document activities and expenditure of funds. The due dates for the progress and expenditure reports are: First Progress Report: March 14, 2003 and Final Progress Report: August 15, 2003.
- B. Each progress report shall include, but not be limited to, data and information required by statute and information needed to satisfy federal reporting and CDHS monitoring requirements. Specific requirements will be established by CDHS, in consultation with LHDs. The reports shall be submitted in accordance with procedures and a format required by CDHS.
- C. The LHD shall, as a part of its semiannual progress and expenditure reports to CDHS, display cost data and the activities funded by the moneys deposited in the Fund. These reports must be submitted for costs in each Focus Area and be in accordance with the reporting requirements developed by CDHS. The semiannual reports shall:
 - Display transactions of the Local Public Health Preparedness Fund and be certified by the County/City Auditor Controller as to their accuracy and the availability of supporting documentation.
 - Identify and describe the actual costs incurred by the LHD by Focus Area in accordance with the LHD's approved Plan and Budget.
 - Be certified by the Chairperson of the County Board of Supervisors or the Mayor of the City that the expenditures claimed represent actual expenses for services performed under this Application, that supplanting of existing levels of public health activities has not occurred, and that funds were expended for the purposes identified in State statute as approved by CDHS.
- D. The LHD must reconcile actual expenditures, allowable costs, and their budgeted items by Focus Area annually, with the FY 2002-03 Cost Reconciliation Report due by November 1, 2003. This report will allow CDHS to determine final expenditures for FY 2002-03 and to identify unexpended funds in each of the Focus Areas.

VIII. Accountability Requirements

- A. CDHS may recoup funds that are not spent for allowable purposes as specified in State statute and determined by CDHS. CDHS will meet with local health officials prior to recouping such funds.
- B. CDHS may withhold payments if the LHD is not in compliance with the terms and conditions of this Application, the approved Plan and Budget or the formal Agreement. CDHS will withhold payments if the LHD cannot demonstrate progress toward protecting the jurisdiction from the threat of a bioterrorist attack, infectious disease outbreak or other public health threat or emergency as described in its progress and expenditure reports. CDHS may withhold or reduce payments if the LHD's expenditure reports indicate that quarterly payments remain unspent. CDHS will meet with local health officials prior to withholding such payments.
- C. The LHD shall maintain financial records of expenditures for at least four years after the end of the budget period. These financial records are subject to review and audit by the State of California and the Federal government.
- D. The LHD shall return unexpended funds from FY 2002-03 unless carry over of such funds is approved by CDHS.

IX. Project Representatives during the term of this Application will be:

State of California	LHD
California Department of Health Services	
Emergency Preparedness Office	
Attention: Patricia G. Felten	
601 North 7 th Street, MS 244	
P.O. Box 942732	
Sacramento, CA 94234-7320	
Telephone: (916) 324-7804	
Fax: (916) 324-7806	

- X. Submit the original signed Application (pages 1-6, inclusive) and seven copies with your Local Bioterrorism Preparedness Plan and Budget on or before October 15, 2002 to:

California Department of Health Services
Emergency Preparedness Office
Attention: LHD Allocation Award Program
601 North 7th Street, MS 244
PO Box 942732
Sacramento, CA 94234-7320

In submitting this Application, the Applicant Agency assures the CDHS that it will comply with all provisions set forth in this document.

This Application has been approved by the Governing Body (Board of Supervisors or Mayor of a City) and is hereby executed.

<i>State of California</i>	<i>LHD:</i>
Authorized Signature:	Authorized Signature:
Printed Name and Title:	Printed Name and Title:
Agency Name:	Applicant Agency:
Date Signed:	Date Signed:

If approval of funding applications can be delegated, please submit a copy of the delegation order.

DECLINE OF APPLICATION

Local Public Health Preparedness and Response to Bioterrorism Application for Funding For Fiscal Year 2002-03

The Local Health Department of
will not implement this Application for the following reason:

☐

The LHD declines receipt of the Local Public Health Bioterrorism and Response to Bioterrorism funding. [check box]

LHD:
Signature:
Printed Name:
Title:
Date:

If funds are declined, please return one copy of this signed form to:

California Department of Health Services
Emergency Preparedness Office
Attention: LHD Allocation Award Program
601 North 7th Street, MS 244
PO Box 942732
Sacramento, CA 94234-7320